

Indiana Campaign Finance Report Online Filing

Overview

The online filing system is provided by the Indiana Election Division to enable campaign committees to file campaign finance reports directly on a secure Election Division web page.

The campaign finance software used with this system will also allow committees to manage their contributions and expenditures, create required filings, and help committees avoid some common errors that can occur with these filings. All contributions and expenditures that you enter into the system will remain private until you file the report listing these contributions and expenditures.

The software also provides functionality to extract data in a standard format for use in other software (Word, Excel, Access, etc.). Committees that use these other types of software can be sure that information submitted to the Indiana Election Division is in the correct required format for submissions.

By using the online filing system, a committee will reduce the chance of data entry errors that can result when the information in its report must be reentered by hand for posting on the Election Division's web site. Committees who use the online filing system will help save taxpayer money by reducing these data entry costs.

The online system enables committees to:

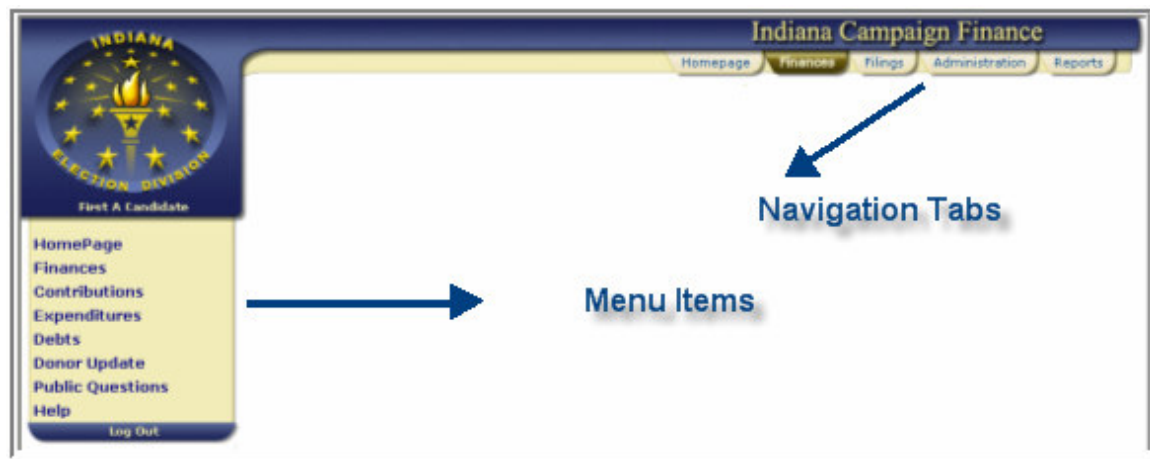
- Maintain ongoing information about contributions and expenditures. Information can be kept up to date during the filing period and used to create required report for filing.
- Maintain a master list of contributors and payees.
- Information can be extracted into a standard format for use in other software. Information can be used for creating mailing labels, letters or for other analysis.
- Based on dates and amounts of contribution the system will automatically warn candidate committee that a "Large Contribution" report needs to be filed.
- If contributions or expenditures that have already been filed are changed the system can create amendments to prior filings.
- Provide an online schedule of required reports to be filed.
- Search for contributions/contributors/expenditures/payees.
- Software can be run from any PC with internet access. There is no need to install anything on the committee's PC.

Getting Started – User Name and Password

To gain access to the secure portions of the system, you will need to be given access by the Indiana Election Division. Contact the Campaign Finance staff of IED at 317-232-3939 or email to campaignfinance@iec.state.in.us. After you have received your User Name and Password from the IED:

- Click on link on indianacampaignfinance.com – **Committee Login** - this will take you to the Application Login page.
- Enter your User Name and Password and click **Login**.
- The first time you login to the application you the system will take you to a First Login, Setup page. Here you will enter a new password and select a prompt question and answer. This question and answer will be used in case you ever forget your password.
- Your password can be retrieved by clicking on **Forgot your password?** You then will be asked the answer to your selected prompt question. If you answer the question correctly, your password will be displayed.
- Your password can be changed anytime by clicking on **Change Online Password**, found in the Menu section of application.
- If you (or someone else) enter an invalid password five times, your account will be locked out and you will need to contact the Campaign Finance Staff at IED to have account unlocked and reset your password.
- Any other problems or questions contact the Campaign Finance Staff at IED.

Application Navigation



The application is designed using Navigation Tabs and Menu Items. As different Navigation Tabs are selected, different Menu Items will be available.

Homepage Tab

This is the committee's Homepage and provides a recap of contributions and expenditures and reports due. There are no special menu items to select.

Finances Tab

This is where the data entry of committee information is completed. Available menu items are:

Contributions

- Displays contribution history (the 10 most recent contributions entered).

- To add new contribution, click on **Add** button.
- To find and edit a prior contribution, click on **Edit** button.
- To update donor information, click on **Update a donor**.

Expenditures

- Displays expenditure history (the 10 most recent expenditures entered).
- To add new expenditure, click on **Add** button.
- To find and edit a prior expenditure, click on **Edit** button.
- To update payee information, click on **Update a payee**.

Debts

- Displays debt history (the 10 most recent debts entered).
- To add new debt, click on **Add** button.
- To find and edit a debt expenditure, click on **Edit** button.
- To update donor information, click on **Update a donor**.

Donor Update

- Allow for search and update of donors, payees, or creditor information.

Public Questions

- Enter public questions for expenditures.

Filings Tab

This tab will show past filings, filings due and allow for filing of statement of organization amendments or unscheduled reports (outgoing treasurer, final). There are no special menu items on this tab.

Administrative Tab

This tab will display current committee information. No updates can be made here. To update committee information you need to submit an amendment (use Filings Tab).

Reports Tab

This tab provides a selection of reports available to committees. Each of the searches will allow entry of a variety of parameters to search for information. The information can then be printed or extracted to a comma delimited file to be used in other software.

Search Contributions

Search Expenditures

Search Debts

Contributor Summary

Online Help

The system was designed to be as user friendly as possible. Other means of helpful information can be found by:

- Hover pointer over field and “tool-tips” will appear explaining what should be entered in the field.

By clicking Help in the menu, more detailed instructions will be displayed.

